

**Official Record Copy**  
**Office of Personnel**

OP MEMORANDUM NO. 20-60-34

6 January 1984

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Computerized System for Loan and Control of Official Personnel  
Folders

REFERENCE: [REDACTED] Control and Loan of Official Personnel Folders

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1. A computerized system has been developed for use in the loan and overall control of Official Personnel Folders (OPF's). The system will reduce the time required to order OPF's; eliminate the requirement for a Form 198, Certified Loan Request; provide readily accessible information regarding the location of OPF's; and, facilitate the tracking of folders that are charged out.

2. Effective 21 February 1984, authorized requestors will order Official Personnel Folders for staff employees via the GIM2 System using Delta Data terminals. To enable them to use the system, persons charged with the responsibility of ordering OPF's should obtain a password as soon as possible. A password and access to the system can be obtained by completing Form 4065, Online Computer System Access Request. These forms will be available to component personnel offices through their respective directorate personnel offices and to offices within main Personnel through OP/Transactions and Records Branch. Completed forms should be forwarded to Chief, Transactions and Records Branch/OP [REDACTED]. A sample of a completed Form 4065 is attached for guidance.

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3. Skill sessions designed to demonstrate the new system to authorized requestors will be held at [REDACTED] Building during the week of 13 February 1984. These small group sessions of 10-12 individuals will provide "hands-on" training in procedures and applications as part of a one-hour presentation. Chief, OP/TRB will be contacting directorate personnel officers to arrange specific times for the training.

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4. Questions regarding the implementation of the new system should be directed to Ms. [REDACTED]

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[REDACTED]  
[REDACTED]  
Robert W. Magee  
Director of Personnel

OPM 1-84

Attachment

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